

**WESTWOOD FREE PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING**

**MEETING DATE:** Tuesday, January 26, 2016

**CALLED TO ORDER:** at 7:36 p.m. by Dennis Farrell.

**PRESENT:** Martha Urbiel (MU), Dennis Farrell (DF), Mike Violano (MV), Vince Fitzgerald (VF), Bev Karch (BK), Felicia Brockner (FB).

**SUNSHINE LAW:** Read by DF.

**PUBLIC FORUM:** No members of the public were present.

**REORGANIZATION:**

**Election of Officers**

For President, BK made a motion nominating DF, seconded by VF. Motion passed.

For Vice President, DF made a motion nominating Barbara Stewart, seconded by BK. Motion passed.

For Secretary, VF made a motion nominating MV, seconded by FB. Motion passed.

For Treasurer, DF made a motion nominating Noeline Grefrath, seconded by VF. Motion passed.

**Appointment of Committees**

VF made a motion to keep the current board committees and members, seconded by FB. Motion passed.

**Designation of Legal Depositories**

VF made a motion to retain Pascack Community Bank as the Library's legal depository, seconded by FB. Motion passed.

**Library Board Meeting Dates for 2016**

Board meeting dates distributed for review. Board meetings to be held on the fourth Tuesday of each month except in November and December when meetings will take place on the third Tuesday due to holidays. There are no Board meetings scheduled for July and August. Motion to accept the Library Board Meeting Dates made by VF, seconded by BK. Motion passed.

**Designation of Library Director MU as purchasing agent for the Library**

Motion made by DF seconded by VF. Motion passed.

**Designation of approval to pay bills in July and August and in event of no quorum(s)**

VF made a motion that in the event of no quorum and no scheduled Board meetings email approvals by quorum of Board members shall be sufficient to pay bills, seconded by FB. Motion passed.

**MINUTES:** A motion to accept the minutes of the December 22, 2015 meeting was made by BK; seconded by VF. The motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented by DF. Total checking and cash management funds are \$202,886.45. BK asked MU about the current cash management funds; MU replied that the BCCLS bill had not yet been paid and that \$15,000 is due as of the first half of 2016. A motion to accept the treasurer's report was made by VF and seconded by FB. The motion carried.

The current bills list (5406-5429) was read. BK asked about the Amazon expenses for DVDs for adults and children. VF asked if the payment of \$1,514.10 to Assa Abloy was a service contract; MU replied that it is for maintenance. VF asked if maintenance also included emergency calls; MU will check to see if that is also covered. There was discussion about Aspen, the current HVAC service provider, MU stated that she is looking for a new HVAC service provider. Replacement of the HVAC equipment would be the responsibility of the township. VF remarked that the town controls the bidding process. VF also stated that the Heating unit requires a specialist contractor with expertise/knowledge of the product. A motion to accept the bills list was made by BK; seconded by VF. The motion carried.

**COMMITTEE REPORTS:** None.

**CORRESPONDENCE:** None.

**DIRECTOR'S REPORT:** MU reported that Librarian Susan Rayner retired December 31<sup>st</sup>; DF read a thank you note from Susan.

There are three new hires at the Library: Katherine Vander Wende is the new Children's Librarian; Diana Kelly will handle Sunday Reference duties; Tom Hoesly has joined the staff as a part time circulation assistant. Librarian Janet Dunn moves to Reference replacing Susan Rayner.

New AV equipment has been successfully installed in the downstairs meeting room.

**PRESIDENT'S REPORT:** None.

**OLD BUSINESS:** MU reported that the renovation project behind the front desk and funded by the Friends of the Westwood Library is proceeding. Architect plans for the project were circulated and there was discussion by the Board regarding book club meetings in the staff/kitchen area, quiet areas for small groups and tutor use, and overall costs of the renovation which are still pending.

**NEW BUSINESS:** The Green Screen Film Program is scheduled for March 8-12, 2016. A Bike Share program is also under consideration.

**MEETING ADJOURNED:** A motion to adjourn was made by VF; seconded by FB. The meeting was adjourned by DF at 8:36 p.m.